

## MINUTES

The Town of Manteo Board of Commissioners held their Regular October 7, 2020 meeting at 6:30 p.m. at 407 Budleigh Street, Manteo, NC and via teleconference.

The following members were present:

- Mayor Pro-Tem Betty Selby
- Commissioner Darrell Collins (6:43)
- Commissioner Christine Walker
- Commissioner Eddie Mann
- Commissioner Richie Burke
- Commissioner Jason Borland

The following members were absent: Mayor Bobby Owens

Also present at the meeting were:

- Town Manager James Ayers
- Town Attorney Ben Gallop
- Program Manager Michele Bunce
- IT Director Carl Woody
- Town Planner Melissa Dickerson
- Deputy Town Clerk Jamie Whitley

Mayor Pro-Tem Betty Selby called the meeting to order at 6:31 pm. Town Manager Ayers did a roll call verifying that there was a quorum: Mayor Owens-absent; Mayor Pro-Tem Selby-present; Commissioner Burke-present; Commissioner Mann-present; Commission Borland-present; Commissioner Collins-present (6:43); and Commissioner Walker-present. A quorum was established.

Mayor Pro-Tem Selby asked for a moment of silence followed by the Pledge of Allegiance.

**SUBJECT:** Adoption of Agenda as presented or amended

**MOTION:** A motion was made by Commissioner Borland and seconded by Commissioner Mann to approve the agenda as presented. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Walker, Mann, Borland, and Burke. Nays: None. Absent: Mayor Owens and Commissioner Collins. **Motion carried unanimously.**

**SUBJECT:** Adoption of the items on the Consent Agenda as presented or amended

**MOTION:** A motion was made by Commissioner Mann and seconded by Commissioner Borland to approve the Consent Agenda with the following items: Regular September 2, 2020 minutes; the Recessed September 16, 2020 minutes; the Recycling Contract Amendment with Bay Disposal; Budget Amendment #1; and Resolution 2020-09 for State Revolving Loan for Shallowbag Bay Sewer Pump Station Replacement. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Walker, Mann, Borland, and Burke. Nays: None. Absent: Mayor Owens and Commissioner Collins. **Motion carried unanimously.**

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## **PRESENTATIONS**

**SUBJECT:** Update on College of the Albemarle Campus

Angie Crawford of the architecture firm, Boomerang Design, gave a presentation on the new campus of the College of the Albemarle located in Manteo. The demolition part of the project is underway and bids are being taken for the next phase of the project. The demolition should be completed late October to early November. The building will start going vertical in mid-February. They will be bidding on the site package this month and the building package next month.

Ms. Crawford explained the goals of the facility for the students and the community. She explained that the inspiration for the exterior design came from the historical buildings in town. They will be finalizing the exterior colors of the building this month with the Town of Manteo, Dare County, and the College of the Albemarle. The building will be a two-story building with both an indoor and outdoor environment. She showed slides of the architectural samples of what the building will look like inside and outside.

Commissioner Borland commended Ms. Crawford and her team for their involvement with the town. He was impressed with how they were able to tie in Manteo's historic building designs into the design for the new building.

Commissioner Collins came into the meeting via teleconference at 6:43 pm.

**SUBJECT:** Update on Economic Development Initiatives

### **Downtown Associate Community Program (DAC)**

The board was very supportive of pursuing the North Carolina Department of Commerce's Downtown Associate Community (DAC) Program. This is a pathway to Main Street America Program that is an accredited program that helps small towns with economic development as well as supports all businesses. Their catchphrase is "Economic Development in the context of Historic Preservation."

Mr. Ayers gave a status update on the DAC program. We applied in May 2019 and were accepted in January 2020. As a requirement of this program, we hired Michele Bunce as the Program Manager in February 2020. She has attended the Main Street Conference and training classes. She has been working on business relations, inventory, and assets in the Town as well as other activities including business outreach. We are working with State and they are having a kick-off meeting in January 2021 and we will get the word out about this. The State will be helping with strategic planning, community meetings, organizational sessions, technical assistance, access to economic development tools & funds such as grant programs.

### **Advertising and Marketing**

Mr. Ayers gave an update on marketing efforts used to support Manteo businesses. We are utilizing funds from canceled events for promotional activities such as radio ads, online

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streaming, and social media ads. We did cooperative advertising with the Outer Banks Visitors Bureau with e-mail blast promotions and social media placements. We used print media such as *Outer Banks This Week* by OneBoat and press releases in the newspaper.

We have launched two new websites: Manteo Life and Discover Manteo. Each new website has its own Facebook and Instagram page as well as a Pinterest page for Discover Manteo. The Manteo Life website was created early in the pandemic to support residents, businesses, and non-profits. The Discover Manteo website was developed as a destination or landing page for marketing support programs. Discover Manteo is to make Manteo a destination. The feedback has been positive. The State posted us on their North Carolina Main Street Center Facebook page and we are pleased to have been recognized.

### **Manteo Business Association (MBA)**

The proposed merchant association is the Manteo Business Association (MBA) and we are looking for assistance from Town and leadership from business owners. We have been looking to help them get this association started as well as coordination with attractions & non-profits. We held an organizational meeting in June 2020 and listening sessions in July 2020. We received feedback in August 2020 and distributed interest surveys in September 2020. We received 45 responses from 40 businesses and 5 attractions/non-profits and there were 43 that were interested and 2 that were maybe interested.

One path forward is helping this association get started with assistance related to the formation of the organization, setting up the 501(c)(6) merchant association, assisting with organization and marketing support. We can offer free dues for a year to help them along and then after that the business owners can take the lead. Another path forward is to wait until after Covid has settled down, then have the businesses participate in the DAC that will be coming in the upcoming months.

Commissioner Borland inquired about the resources need to move forward with the Manteo Business Association. He helped recruit businesses for this association and was interested in finding out what the financial burden would be to help this association get started.

Mr. Ayers responded that we have funds budgeted in the Community and Development Department between \$10,000 - \$20,000 to help with such things as the legal fees associated with setting up the 501(c)(6) merchant association and additional marketing support. Some of it is being done by staff such as the development of the Discover Manteo website. We are doing this inexpensively but we do have money in the budget to move forward.

Mayor Pro-Tem Selby inquired if any businesses have closed down due to the pandemic.

Program Manager Michele Bunce has been working on outreach with the local business and she is currently only aware of one business, Duck Village Yoga has closed her Manteo location but will still operate her Duck location. The Tranquil House Inn has opened but the restaurant, 1587, has not reopened because they felt that they could not provide the quality of food and service under the Governor's guidelines.

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Commissioner Borland hoped that no businesses close their doors but he was concerned about the impact on the businesses during the offseason.

**SUBJECT:** Report on Marshes Light Boardwalk

The Town obtained an engineering report from a qualified engineer, Mr. John DeLucia of Albemarle and Associates. He assessed the condition of the current boardwalk as well as the projected cost to update and maintain the boardwalk. The assessment is that the boardwalks are in fair condition and the piles, girders, and joists will likely have at least 10 years of useful life. The decking is dry and splitting and the fasteners are rusting. They will need to be replaced now. Some of the piles supporting the boardwalk are rotted and need to be replaced. The bulkhead and breakwater are at end of their useful life and should be replaced soon. The boardwalk will need to be removed and replaced concurrently with the new bulkhead and breakwater. The cost to replace both the boardwalk and bulkhead is just under \$500,000. If the breakwater/bulkhead and boardwalk are replaced now then an annual reserve budget of \$35,000 per year would be expected for the next 30 years for future repairs and replacements.

Commissioner Borland asked for clarification about the \$35,000 per year. The intermittent repairs of the boardwalk and the replacement of the boardwalk, when it is at the end of its 30-year life, will have an estimated future cost of \$35,000 per year. This is the proposed scenario if the boardwalk becomes the responsibility of the Town of Manteo.

Mr. Ayers read an excerpt from the Conditional Use Permit for Marshes Light that (a) deeded an easement to the town as a public park in perpetuity; (b) there shall be an extension of town's boardwalk; and (c) the park and boardwalk shall be maintained by the developers/homeowners and match as closely as possible the existing public park and boardwalk in the historic downtown.

Mr. Ayers read an excerpt from the Boardwalk Easement that states the grantor, which is the developer including any association of property owners for Marshes Light, shall be responsible for the maintenance, repairs, and necessary replacement of those improvements to the Boardwalk Easement.

The homeowners are concerned because they bought properties in that community and they are responsible for those costs. They were also concerned that they will not be eligible for FEMA funds if a storm hits and damages the boardwalk. FEMA would only reimburse the funds if the boardwalk was owned by the Town. It has been publicly known for many years that it is the property owners' responsibility.

The CAMA Permit Plan has a public comment period for a proposed permit application by the current developer. It includes not only a breakwater but additional slips, kayak launch, etc. There is a significant investment proposed there under this permit. A temporary construction and future easement will be necessary to provide access to that area should the existing boardwalk be conveyed to the Town.

If the Board chooses to proceed there will be additional costs. A licensed surveyor will have to survey and prepare a plat for conveyance with legal descriptions and assessment of

encroachments or deviations. A financial advisor will assess financing mechanisms such as bonds, grants, etc. There would be legal costs to work on conveyance matters such as drafting of a deed, statutory process, cross-easements due to proposed developer improvements, and assessment of rights and responsibilities in the current easement scenario versus public ownership.

Commissioner Mann wanted Mr. Ayers to have a discussion with SAGA and homeowners about what they are proposing so we can get the complete picture.

Commissioner Collins agreed with Commissioner Mann about having Mr. Ayers meet with the Homeowners Association and SAGA. He wanted to review an action plan to know what we are getting into.

Commissioner Burke agreed with Commissioners Mann and Collins. He wanted to hold off on deciding until we know what is going on.

Commissioner Borland agreed with the Commissioners and acknowledged that this is the beginning of the feasibility because now we know what the condition is and what the costs are. He liked the idea of an action plan and wanted to move forward with getting a complete picture.

Mr. Ayers thanked the Board for their feedback. He will continue to get more information for the Board as they have requested.

**SUBJECT: Discussion of Budget Options for Board Initiatives**

Mr. Ayers presented proposed initiatives that were not originally budgeted but have come forward through constituents, the Board directly, and the County.

**Cemetery Fund**

The first proposed initiative is the arches at the entry of the Manteo Cemetery. There are two arches and \$17,050 was budgeted this year to replace one of the arches and potentially replace the other arch next year. However, the arches are larger in the other areas and the estimate received from the vendor is for \$24,250 per arch for the larger one. If we wanted to do both at the same time to finish the whole project it would be \$48,500. We do have a source of funds in the unrestricted fund balance for the Cemetery, which has over \$68,000 available. The difference between what is budgeted and the cost for two large arches is about \$31,000. If the Board would like to proceed with this then we can bring it back to the Board at the November meeting with a proposed Budget Amendment.

Commissioner Collins asked how much money is in the Cemetery Fund.

There is a little over \$68,000 in the unrestricted fund balance and there are some funds in the restricted fund balance but we are only looking at the unrestricted fund balance. The cost for one arch would require the budgeted funds and a little over \$7,000 from the unrestricted fund balance. The cost for both arches would require the budgeted funds and a little over \$31,000.

Commissioner Walker commented that the plan for the arches has been in place for quite a while and she realizes that it is a lot of money so she asked for the Board's consideration in purchasing at least one of the arches soon.

Mr. Ayers commented that we can bring this forward and it can be voted up or down at the November meeting.

## **General Fund**

### **Preliminary sources of funds in the General Fund**

- The Manteo Resident Relief Fund: An initiative to help residents who have been impacted by Covid-19 with utility funds up to \$500 per household. Currently, only one person has received the maximum amount of \$500 and the town has estimated a maximum of a dozen other potential applications. Based on the customer base, a maximum amount of \$10,000 would be needed for those eligible residents. The remaining \$90,000 of the relief fund can be allocated to other programs or help the health community differently.
- Phase 1 of the Town Common: The bids came in lower than expected and we can consider between \$80,000 to \$100,000 that can be used for other construction projects or similar things.
- Special Events: Have been canceled due to restrictions on crowd gathering due to the public health situation. The New Year's Eve event is unlikely due to the feedback we have received from the State. We budgeted \$20,000 for that event so this is an example of available funds from program activities.
- The Sale of 604 Sir Walter Raleigh Street: The reserve price was \$50,000 so we budgeted that for the coming fiscal year. The high bid came in at \$65,000 and even with closing cost, the yield would still be \$10,000 more than what we had in our current fiscal year budget.

In total, we have around \$200,000 to \$220,000 that can be assigned to programs and needs that the board might have.

### **Preliminary uses of funds in the General Fund**

- Causeway Clean-Up: We have had discussions with the County and the North Carolina Department of Transportation (NCDOT). We have looked at different alternatives such as hiring a private contractor or hiring a part-time employee for 30 hours a week. The cost of a part-time employee with benefits would be \$41,000 per year.
- Boat Ramp Parking Lot: The repairs would cost around \$20,000.
- Phase 2 of the Town Common: We have applied for the Tourism Bureau's Tourism Improvement Grant (TIG) for \$240,000 if the grant is awarded, we will need \$50,000 - \$60,000 for the design work for Phase 2.
- Sidewalk and Improvements on Sir Walter Raleigh Street: This is a big project and if we had some available funds, we could use that money for matching grant funds. The project would include an extension of the sidewalk between the playground and Ace Hardware

as well as the bump-outs whether they are in or out and the landscaping that will have to be determined.

- Affordable Housing: We would be looking at the initial cost such as design fees, looking at sites, or consulting fees for the Board to pursue affordable housing.
- Operation Safe and Dry: A community assistance program to help people remain in their homes if they have problems in their homes such as a leaking roof. We wanted to use funds to pursue grants with \$20,000 - \$30,000 in town matching funds.
- Staff Bonuses for COVID-19 and Mid-Year: A \$500 bonus was discussed for work during COVID-19 and the impact for that would be \$30,000. The mid-year bonus comes at the November meeting would be \$350 with an impact of \$21,000. We have available budget funding for the mid-year bonus.
- Forensic Audit: The cost would be \$80,000 - \$100,000.
- Marshes Light Boardwalk: The cost is to be determined.
- Shallowbag Bay Dredging: Dare County is managing this project. The County has enough money to do Ranges 1-4 from the marina out to Range 5. The State requires that Range 5 be the same depth as the other Ranges. We would need to do a local share to get the Department of Environmental Quality (DEQ) grant funding to finish off Range 5. The impact for the town would be \$26,000 for a 30-foot channel or \$43,000 for a 50-foot channel. This particular project is time-sensitive.

We can bring it up at the next meeting to try and make some specific recommendations. This is a follow up of the Board's suggestions and we wanted to make sure that we had some money to address some of these needs that were brought up.

**SUBJECT:** Discussion of Public Policy Options for Essential Housing

### **Sample Public Policy Issues**

The difference between affordable housing, essential housing and workforce housing:

- Affordable housing, Housing Choice Vouchers, formally known as Section 8, are up to 50% Area Median Income (AMI).
- Low-Income Housing Tax Credit Properties help developers build housing that is affordable for income up to 80% AMI.
- Workforce Housing varies but is typically 80-120% of AMI to attract employees that can live in the community they serve.

Under the Town's current ordinances, it talks about a density bonus for affordable housing units that are for sale. We want to help build generational wealth. People need a place to rent and rental versus for sale is a policy level issue.

Different structural approaches can be taken by the Town. The Town can manage a project as a developer to minimize costs. The Town can subsidize projects such as providing access to sewer and water. The Town can encourage projects by making zoning rules that would all density bonuses or encourage accessory dwelling units. We have to have a process for action to help the people.

## Long-Term Approaches to Affordable Housing

Stand-alone affordable housing plans are strategic plans for affordable housing.

- The first step is to research best practices by others and to educate the public. Begin with identifying user groups and special needs populations that will be here for years to come.
- The second step is planning and being able to engage all stakeholders and the community as well as developing a plan with a public participatory process.
- The third step is financing and being able to assess options that are low to no costs to taxpayers and keeping tax rates down to keep the affordability here.
- The fourth step is policy, codes, and zoning and there is a lot we can do from a planning and zoning level such as density bonuses and accessory dwellings.
- The fifth step is sustainability by using local materials and builders and supporting our cultural and community traditions.
- The sixth step is designing by having flexible plans, material selection, and placemaking.

A comprehensive plan is required in North Carolina and we have to have one by July 1, 2022. Currently, we have a zoning code and a land-use plan but not a comprehensive plan. We need a chapter on housing and a section on affordable housing. The comprehensive plan is needed for our community as well as planning and zoning that reflects the desires of the public and the elected officials. The comprehensive plan should align with the Budget, Capital Improvement Plan (CIP), and the General Fund.

## Short-Term Approach to Affordable Housing

### Examples of Pilot Projects or Programs

The Town can be a developer and build affordable housing on the .9-acre property across from the Pea Island Life Saving Museum that is town-owned. The town can enter into a public-private partnership where the town provides the land and the developer builds and operates the units. The Town can give a third-party property like Bowsertown access to town utilities then they would have more density and could have more houses. The town fees and rates would have to be discussed to help keep the prices affordable. Operation Safe and Dry to help keep residents in their homes is another pilot project.

## PUBLIC COMMENTS

*Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and your location so that your statements can be recorded.*

George Carver Jr., 100 E. Dunn Street, Nags Head, NC, introduced himself as the Executive Director for the Dare Minority Coalition 501(c)(3) Non-Profit (CDC). He proposed low-income

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housing. There are some benefits that the Town can have by working with a non-profit and credits that the Town can benefit from by having this type of housing. He is partnering with experienced developers in North Carolina, Halcon Developers and East Point Homes. The developers are willing to partner with his organization but they only have 1% of the shares and \$20,000. The proposed development will have 64 units and will cost \$12 million. The developers require that it be built on at least four acres and be within one to two miles of all the required amenities such as grocery stores, parks, and schools. There are two properties that will benefit this development, one owned by Dare County and 19 acres owned by a family member of Mr. Carver. The Dare County property by Bowsertown will not qualify for the low-income housing tax credit because it is too close to the water treatment plant. Dare Minority Coalition is willing to partner with the Town of Manteo to receive tax credits, benefits, and grants that the Town would not have access to without working with a non-profit.

Nicole Northrup supports the causeway clean-up and agrees that affordable housing for employees that make a lower income in Dare County is critical.

#### **NEW BUSINESS**

**SUBJECT:** Appointment of Representative to Dare County Tourism Board

**MOTION:** A motion was made by Commissioner Mann and seconded by Commissioner Collins to re-appoint Mayor Owens as the Town's representative for the Dare County Tourism Board. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Walker, Collins, Mann, Borland, and Burke. Nays: None. Absent: Mayor Owens. **Motion carried unanimously.**

**SUBJECT:** Award of Town Common Construction Contract

**MOTION:** A motion was made by Commissioner Borland and seconded by Commissioner Mann to authorize the Town Manager to execute a contract with RPC Contracting for the Town Common project with a value of \$458,410.00 and any amendments within the allocated budget. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Walker, Collins, Mann, Borland, and Burke. Nays: None. Absent: Mayor Owens. **Motion carried unanimously.**

**SUBJECT:** Consideration of Sealed Bids for 604 Sir Walter Raleigh Street

The town has received two sealed bids and the high bid was \$65,000 and the second bid was \$51,000.

Commissioner Collins commented that a year and a half ago that lot sold for \$50,000. This lot will sell for \$65,000 if we accept this bid and that is a 30% increase in value. He does not think that the Board should be able to dictate the market in Manteo. A 30% increase is a lot of money. Any lot that is the same size as that lot will sell starting at \$65,000 in the Town of Manteo. We were talking about affordable housing. He knows that we want to recoup money from what happened with this property but he does not think that we should dictate the increase in property value in the Town of Manteo, especially at 30%. He recommended taking the second bid.

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Town Attorney Gallop commented that he believed that the resolution and bid documents stated that the bid will be awarded tonight and that the bid will be awarded to the highest bidder. If that is the case, then the choice is to reject all bids and do it again or to accept the high bid.

Commissioner Mann was concerned that if we reject the bids and re-bid the property then someone may bid a dollar because we are accepting the low bid.

Commissioner Collins responded that the bids were set at \$50,000 which was what we spent on the lot in the beginning. That is where the bid would start.

Commissioner Mann responded that if we reject all bids today and redo the process then we will be in the same boat so we are just kicking the can down the road.

Commissioner Collins did not agree with increasing the lot value by 30% in the Town of Manteo when we are discussing affordable housing. He will not vote for it.

The issue for Commissioner Mann was that it was advertised that we would accept the high bidder, not the monetary part.

Commissioner Borland does not disagree with the intent but does not like the feel of not doing what we said we were going to do. Now, it seems like at the last minute we are backing out on our word.

Mr. Ayers clarified that the statute expects acceptance of the high bid as long as it is a responsible bid and they have demonstrated that. He read the resolution: "The Board of Commissioners will determine the highest responsible bidder for the property and will award the bid or reject all bids by the end of the Board's regular meeting which begins on Wednesday, October 7, 2020 at 6:30 P.M. Bids will remain open and subject to acceptance until the Board of Commissioners awards a bid or rejects all bids."

Commissioner Borland commented that we cannot control what the market sets. We could say we have a minimum and a cap and someone could go to the cap.

Commissioner Mann commented that we could accept the bid or reject the bids but then it will become incumbent on the Town to do something with the property.

Mr. Gallop clarified that you have to sell the property at market value. The Town can go through steps to gift property to an organization for a public purpose. However, the Town would have to have been able to donate money to that organization to do that gift. The problem here is that we know the value of this property is now \$65,000 because that is how much someone has bid for it. If we accept the bid of the low bidder, you are ultimately giving that low bidder \$14,000 worth of value because they can go the next day and sell it to the guy that is going to buy it for \$65,000. If this is not for a public purpose then this becomes a private emolument, under the North Carolina Constitution, where you are essentially giving Town funding or property to someone else. If it was a 501(c)(3) that we were giving the property to for affordable housing that would

be a different perspective. These two bidders are individuals and giving that additional value to the person with the lower bid is going to be problematic.

**MOTION:** A motion was made by Commissioner Borland and seconded by Commissioner Burke to authorize the Town Manager to take all necessary actions, including the execution of the closing documents, as needed to sell the lot at 604 Sir Walter Raleigh Street to the highest bidder. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Walker, Mann, Borland, and Burke. Nays: Commissioner Collins. Absent: Mayor Owens. **Motion carried 5-1.**

**SUBJECT:** Setting a Public Hearing for College of the Albemarle Zoning Text Amendment 2020-08Z

This amendment pertains to colleges and universities not just the College of the Albemarle. This is just to set a public hearing. This amendment will go before the planning board.

**MOTION:** A motion was made by Commissioner Mann and seconded by Commissioner Borland to set a Public Hearing on November 4, 2020 at 6:30 p.m. for Zoning Text Amendment 2020-08Z to update provisions applicable to college, university, and community college campuses. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Walker, Collins, Mann, Borland, and Burke. Nays: None. Absent: Mayor Owens. **Motion carried unanimously.**

#### **OLD BUSINESS**

**SUBJECT:** Setting a Public Hearing for Boat Lift Zoning Text Amendment 2020-07Z

This is a public hearing for additional regulations for Boat Lift beyond the one that was already adopted.

**MOTION:** A motion was made by Commissioner Mann and was seconded by Commissioner Borland to set a Public Hearing on November 4, 2020 at 6:30 p.m. for Zoning Text Amendment 2020-07Z to regulate boat lifts. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Walker, Collins, Mann, Borland, and Burke. Nays: None. Absent: Mayor Owens. **Motion carried unanimously.**

#### **MAYOR'S/COMMISSIONERS COMMENTS**

**Commissioner Collins:** He reminded everyone that early voting in person is October 15, 2020 in North Carolina and encouraged everyone to get out and vote.

**Commissioner Borland:** He wanted to know if it would be appropriate to appoint members to the Special Events Committee at the workshop to help get them rolling with holidays because he would like to see something going on. He commended the 20-year plan group on their hard work and is anticipating seeing their report. He asked what action needs to be taken to get the MBA program moving?

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Mr. Ayers responded that we do have funding and staff is available. The core group is enthusiastic and creative. We would like to continue engaging with this group by helping them find a path forward and providing them with assistance within our budget.


**Commissioner Mann:** He thanked everyone that worked on the Town Project and for saving the taxpayers and the Town \$100,000.

There being no further business to come before the Board or other persons to be heard a motion was made by Commissioner Borland and seconded by Commissioner Mann the meeting was recessed at 8:23 pm until October 21, 2020 at 5:00 pm. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Walker, Collins, Mann, Borland, and Burke. Nays: None. Absent: Mayor Owens. **Motion carried unanimously.**

This the 7<sup>th</sup> day of October 2020

ATTEST:

  
Jamie Whitley, Deputy Town Clerk

  
Bobby Owens, Mayor



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Town of Manteo  
Budget Amendment No. 1  
Fiscal Year 2020-2021

BE IT ORDAINED by the Governing Board of the Town of Manteo, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

**GENERAL FUND**

The following revenues are increased in the General Fund:

10-3991-9910 Fund Balance Appropriated General Fund	\$10,195
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The following appropriations are increased in the General Fund:

10-4190-3810 Camera Project	\$10,195
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This portion of the budget amendment is necessary to appropriate funds into the 20-21 year for a contract entered into that was not completed at 6/30/20. The appropriation has two parts \$5,925 for the light pole purchase and \$4,270 for the light pole installation. Both components of the project have open Purchase Orders from the 19-20 fiscal year.

**GENERAL FUND**

The following revenues are increased in the General Fund:

10-3991-9910 Fund Balance Appropriated General Fund	\$17,500
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The following appropriations are increased in the General Fund:

10-4125-3805 IT Software and Services	\$17,500
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This portion of the budget amendment is necessary to appropriate funds into the 20-21 year for a contract entered into that was not completed at 6/30/20. The website design is \$14,000 and \$3,500 for the first year of hosting. This project has an open Purchase Order from the 19-20 fiscal year.

**GENERAL FUND**

The following revenues are increased in the General Fund:

10-3991-9910 Fund Balance Appropriated General Fund	\$6,021
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The following appropriations are increased in the General Fund:

10-4110-3810 Gov Access PEG Grant Expense	\$6,021
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This portion of the budget amendment is necessary to appropriate funds into the 20-21 year for planned expenses/projects that were not completed at 6/30/20. The appropriation is carried forward to complete video segments and eligible reimbursable expenses. There are no open Purchase Orders from the 19-20 fiscal year.

**GENERAL FUND**

The following revenues are increased in the General Fund:

10-3991-9910 Fund Balance Appropriated General Fund	\$2,000
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The following appropriations are increased in the General Fund:

10-4910-1990 Planning Professional Services	\$2,000
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This portion of the budget amendment is necessary to appropriate funds into the 20-21 year for a contract entered into that was not completed at 6/30/20. The contract is for the update to the Zoning Map and has a balance of \$2,000 to complete the project. This project has an open Purchase Order from the 19-20 fiscal year.

**GENERAL FUND**

The following revenues are increased in the General Fund:

10-3991-9910 Fund Balance Appropriated General Fund	\$75,000
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The following appropriations are increased in the General Fund:

10-4120-1990 Administration Professional Services	\$75,000
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This portion of the budget amendment is necessary to appropriate funds into the 20-21 year for a contract entered into that was not completed at 6/30/20. The contract is for the Town Common Design. This project has an open Purchase Order from the 19-20 fiscal year.

**GENERAL FUND**

The following revenues are increased in the General Fund:

10-3991-9910 Fund Balance Appropriated General Fund	\$2,200
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The following appropriations are increased in the General Fund:

10-4190-3510 R&M Buildings and Grounds	\$2,200
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This portion of the budget amendment is necessary to appropriate funds into the 20-21 year for a contract entered into that was not completed at 6/30/20. The contract is for the removal of the second curb cut at #506 Lord Essex Street. This project has an open Purchase Order from the 19-20 fiscal year.

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### GENERAL FUND REVENUES

The following revenues are increased in the General Fund:

10-3491-3631 2020 Fireworks Refund	\$27,500
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The following appropriations are decreased in the General Fund:

10-3991-9910 Fund Balance Appropriated	\$27,500
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Per the contract with Pyrotechnico the Town of Manteo was able to receive a refund of \$27,500 for the cancellation of the 2020 Fireworks within the timeline provided in the contract. The revenues need to be recorded into the General Fund. If approved this portion of the Budget Amendment will reduce the fund balance appropriated previously requested in Budget Amendment #1.

### GENERAL FUND REVENUES

The following revenues are increased in the General Fund:

10-3491-3646 Dare County C-19 COVID Grant	\$26,141
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The following appropriations are decreased in the General Fund:

10-3991-9910 Fund Balance Appropriated	\$26,141
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The Town of Manteo applied for the C-19 COVID Grant and was awarded funding up to the first \$26,141 spent for COVID-related personnel expenses in the amount of \$26,141. The revenues need to be recorded into the General Fund. If approved this portion of the Budget Amendment will reduce the fund balance appropriated previously requested in Budget Amendment #1.

### GENERAL FUND SUMMARY

The requested funding from Fiscal Year 19-20 carried forward at June 30, 2020 is \$112,916 after recording unexpected revenues in the amount of \$53,641 the request from Undesignated Fund Balance has a net effect of \$59,275 for the General Fund.

### WATER & SEWER FUND

The following revenues are increased in the Water and Sewer Fund:

60-3991-9910 Fund Balance Appropriated W & S Fund	\$8,685
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The following expenditures are increased in the Water and Sewer Fund:

60-7140-1990 Sewer Professional Services	\$8,685
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This portion of the budget amendment is necessary to appropriate funds into the 20-21 year for a contract entered into that was not completed at 6/30/20. This contract is with Green Engineering for the development of an Engineering Action Plan. The balance at 6/30/20 of the contract is \$8,685. This project has an open Purchase Order from the 19-20 fiscal year.

WATER & SEWER FUND

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The following revenues are increased in the Water and Sewer Fund:

60-3991-9910 Fund Balance Appropriated W & S Fund \$123,132

The following expenditures are increased in the Water and Sewer Fund

60-7140-1990 Sewer Professional Services \$123,132

This portion of the budget amendment is necessary to appropriate funds into the 20-21 year for a contract entered into that was not completed at 6/30/20. This contract is with Green Engineering for the AIA Asset Inventory project. This project has an open Purchase Order from the 19-20 fiscal year.

WATER & SEWER FUND

The following revenues are increased in the Water and Sewer Fund:

60-3991-9910 Fund Balance Appropriated W & S Fund \$95,960

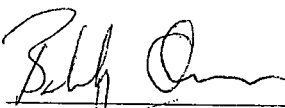
The following expenditures are increased in the Water and Sewer Fund

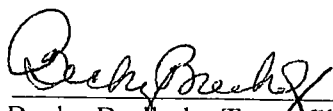
60-7140-5900 Sewer Capital Queen Elizabeth Lift Station \$95,960

This portion of the budget amendment is necessary to appropriate funds into the 20-21 year for proposals received but not awarded. The balance is needed to fund the contract for the project to begin in the 20-21 fiscal year. Project is expected to cross over into the 21-22 fiscal year. There is not an open Purchase Order for this project from the 19-20 fiscal year.

The requested funding from Fiscal Year 19-20 carried forward at June 30, 2020 is \$227,777 for the Water and Sewer Fund.

This the 7<sup>th</sup> day of October 2020

  
Bobby Owens, Mayor

Attest:   
Becky Breholz, Town Clerk



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**RESOLUTION # 2020-09**

**BY THE**

**TOWN OF MANTEO BOARD OF COMMISSIONERS**

- WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and
- WHEREAS, the North Carolina Department of Environmental Quality has offered a State Revolving Loan in the amount of \$1,106,660.00 for the construction of the Shallowbag Bay Sewer Pump Station Replacement.
- WHEREAS, the Town of Manteo intends to construct said project in accordance with the approved plans and specifications,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MANTEO:**

That the Town of Manteo does hereby accept the State Revolving Loan offer of \$1,106,660.

That the Town of Manteo does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II – Assurances will be adhered to.

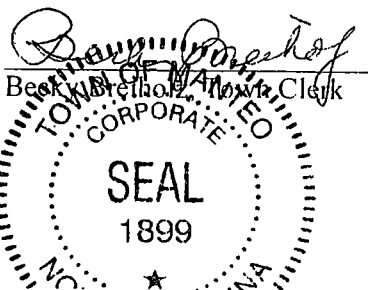
That Town Manager James Ayers; and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Town of Manteo has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 7<sup>th</sup> Day of October at Manteo, North Carolina.

Signature of Chief Executive Officer

Attest



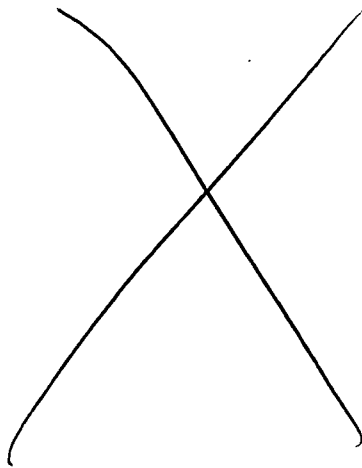
10/7/20

Date

10/07/2020

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